

RELEASE INSTRUCTIONS

1. Pg. 1 after “Release of”, fill in the name of the Document to be released.
2. Pg. 1, after “Grantor,” if the City of Seattle is the entity granting the Release, leave it as is. If it is not the City that is to be releasing the document, cross out “The City of Seattle” and initial the change. List the name(s) of all persons who own the property for which the release is sought, if this is releasing an easement or other property interest, or who will be granting the release. List one name per numbered line. If you need more lines, mark the box and attach another page with the names of the additional Grantors. Number the additional attached page(s) as the last page of the document. On the first page fill in the number of the page on which the additional names of the Owners/Grantors is listed.
3. Pg. 1, after “Grantee:”, list the names of all owners of the parcel or property that will benefit by the Release. List one name per numbered line. If you need more lines, mark the box and attach another page with the names of the additional owners. Number the additional attached page as the last page of the document.
4. Pg. 1, after “Legal Description (Abbreviated):” Use the legal description of the property to be released from the document to be released. If there is room, fill in the complete legal description of the property that is covered by this Agreement. If there is insufficient room for the complete legal description, abbreviate it, and mark the box for “additional legal description.”
5. Pg. 1, after “Assessor’s Tax Parcel ID NO(S)”, fill in the tax parcel number(s) (as shown on the tax assessors’ statements) for all of the properties described above.
6. Pg.2, after “cancels the” insert the name of the document that is being released.
7. Pg. 2, after “Dated,” insert the date the document to be released was executed.
8. Pg. 2, after “Auditor’s File No.” fill in the Recording number of the document to be released.
9. Pg. 2, in the space after “State of Washington:” fill in the complete legal description of the property to be released; use the legal description from the document that is being released.
10. Pg. 2, after “By:” the person signing on behalf of the City should sign here.
11. Pg. 2, type or print the name of the person who signed on behalf of the City above the “Printed Name” line.
12. Pg. 2, after “Its” indicate the title/authority of the person signing the document on behalf of the City.

13. Pg. 2, type or print the title of the person who signed on behalf of the City above the “Printed Title” line.
14. Have a notary complete the notary block.